

Iowa Department of Human Services

Terry E. Branstad Governor Kim Reynolds Lt. Governor Charles M. Palmer Director

4/27/2015

Sarah Castanon – Hernandez 349 12 St Cedar Rapids IA 52404

Dear Sarah,

This letter is in regards to the compliance check of your Level B, Registered Child Development Home completed on 4/27/15. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites. Needed annual pet records and need to be on the new form, 470-5153. Provider could not find the dog records.

110.5(2) A provider file is maintained and contains:
110.5(2) B During the first year of registration – 12 hours of approved training. At least six hours shall be in a

group setting. Two of the twelve hours must be health and safety training. A specific training shall not be used to meet requirements more than one time every five years. The provider is the middle of renewing her registration. She had sent her training hours to the Department and did not keep copies. This is being clarified with the Des

110.5(2)b During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting. If the provider has documentation of completing the ChildNet, PITC, or Beyond Business Basics series, these hours may be used to fulfill two year's training requirements, not including first aid/CPR and mandatory reporter training. A specific training shall not be used to meet requirements more than one time every five years. The provider is the middle of renewing her registration. She had sent her training hours to the Department and did not keep copies. This is being clarified with the Des Moines office.

110.5(8) Children's Files

Moines office.

110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains: The children's files must be updated annually with the emergency medical authorization completed yearly. If the parent wants to review, edit and re-sign and date the intake and emergency medical authorization instead of completing a new form that is ok. I suggest you pick a date, such as the first of the year, beginning of school, your birthday or anniversary, Valentine's Day, etc. On that date I suggest you double check for a current physical form and immunizations (if there were any updates) and have the parents redo or re-sign the emergency medical and intake information.

Has 14 enrolled, 1 starts tomorrow, 4 not coming now because they have not brought physical forms yet, need the form for AB, need an update for MD, ZB, Qb, need dated for 3 children in one family last name beginning with R

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110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number. Has 14 enrolled, 1 starts tomorrow, 4 not coming now because they have not brought physical forms yet, need the form for AB, need an update for MD, ZB, Qb, need dated for 3 children in one family last name beginning with R.
110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency. Has 14 enrolled, 1 starts tomorrow, 4 not coming now because they have not brought physical forms yet, need the form for AB, need an update for MD, ZB, Qb, need dated for 3 children in one family last name beginning with R.
110.5(8)c A signed medical consent from the parent authorizing emergency treatment. Has 14 enrolled, 1 starts tomorrow, 4 not coming now because they have not brought physical forms yet, need the form for AB, need an update for MD, ZB, Qb, need dated for 3 children in one family last name beginning with R.
110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance. Need for: MD .
110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child. Has 14 enrolled, 1 starts tomorrow, 4 not coming now because they have not brought physical forms yet, need the form for AB, need an update for MD, ZB, Qb, need dated for 3 children in one family last name beginning with R
110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since. Need for: 2 siblings with the last name beginning with R.
110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATERGORY "B"
110.9(1)d Not more than two children who are receiving care on a part-time basis at any one time. Provider needs to track this better. Based on multiple varying schedules the provider may have had more than 2 children receiving part time care.
Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.
Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.
I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am

now in complete compliance with all of the Departmental mandated regulatory rules.

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Please sign and date below, and return this form in the provided envelope by: 45 days of rece	of receipt.
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X	
Signature	Date
Please do not hesitate to contact me a	DHS at 319-892-6826 if you have any questions regarding this letter.
Sincerely,	
Lisa Wesbrook	Irene Holzwarth
Social Worker II	Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 866-324-3236.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://dhs.iowa.gov/sites/default/files/CC Professional Development.pdf and you can sign up for training at http://ccmis.dhs.state.ia.us/trainingregistry/

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).